

Minutes - Information Systems Committee
Chambers Room (C101), 421 Nebraska Street, Sturgeon Bay
WEDNESDAY, JULY 14, 2010

1. Chairman Richard Haines called the meeting to order at 3:02 p.m.
2. Members present were: Richard Haines, Mark Moeller, Ben Meyer, Joel Gunnlaugsson, and David Lienau (*left at 5:36 p.m.*).
 Also present were: Information Systems Tim Ullman, Tom Haight, Real Property Lister Holly Hansen, Register of Deeds Carey Petersilka and Administrative Assistant Lori Holtz.
 Present for a portion of the meeting: County Board Chairman Leo Zipperer, Finance Director Shirley Scalish, Human Resources Director Kelly Hendee, PC/Network Specialist Susan Fernandez, Social Services Director Roger Tepe and Library Director Becca Berger.
3. Adopt the Agenda
 Motion by Meyer, seconded by Lienau, to adopt the agenda. Motion carried.
4. Approve IS Committee Meeting Minutes of June 9, 2010
 Motion by Meyer, seconded by Moeller, to approve IS Committee Meeting Minutes of June 9, 2010. Motion carried.
5. **Register of Deeds**
 - 5.1. Update on filed/recorded documents

2010 Certified Copies / Month	Birth	Marriage	Death	Domestic	VA	Total	Total Fees	2009 Comparison	
								Total	Total Fees
January	87	63	324	0	11	485	\$1,782.00	564	\$1,889.00
February	87	35	310	0	19	451	1,640.00	442	1,664.00
March	135	58	348	0	12	553	1,664.00	361	1,438.00
April	104	52	147	0	12	315	1,314.00	435	1,729.00
May	48	72	141	0	27	288	1,125.00	366	1,388.00
June	82	126	274	0	23	505	\$1,922.00	569	\$2,233.00
Totals to date:	543	406	1544	0	104	2597	\$9,447.00	2737	\$10,341.00

2010 Vital Records Filed /Month	Birth	Marriage	Dom. Ptn.	Death	VA	Total	2009 Totals
January	21	6	0	27	3	57	77
February	27	8	0	32	3	70	75
March	19	8	0	30	12	69	59
April	19	16	0	23	3	58	71
May	24	32	0	18	6	80	104
June	15	59	0	23	4	101	107
Totals to date:	125	129	0	153	31	435	493

Recording Fee Breakdown

\$30 flat fee
 \$15 – General Fund
 \$10 – Land Records
 (\$6 – County Land Records)
 (\$2 – State Land Records)
 (\$2 – County Internet Fund)
 \$5 - Redaction Fund

2010 Documents Month	Documents Recorded	Money Turned Over to County Treasurer	2009 Comparison	
			Documents	\$
January	734	45,474.30	701	57,223.40
February	694	38,137.20	981	40,911.70
March	805	60,754.30	988	45,525.80
April	723	46,357.20	963	48,032.40
May	736	88,009.00	1,083	53,716.90
June	910	75,560.20	1,395	86,020.70
TOTALS:	4602	354,292.20	6,111	331,430.90

- 5.2. Approve Vouchers
 Motion by Moeller, seconded by Gunnlaugsson, to approve Register of Deeds vouchers totaling \$2,042.40.
 Motion carried.

6. Real Property Listing

6.1. Office Update

6.1.1. Sales

For the month of June entered 244 sales and 39 splits.

	2004 Sales	2004 Splits	2005 Sales	2005 Splits	2006 Sales	2006 Splits	2007 Sales	2007 Splits	2008 Sales	2008 Splits	2009 Sales	2009 Splits	2010 Sales	2010 Splits
January	304	105	333	114	326	147	271	95	289	47	125	32	138	26
February	311	233	300	118	215	79	262	207	161	39	131	28	160	48
March	(comb Feb& Mar)		272	120	358	79	245	70	183	43	174	37	175	40
April	294	162	288	99	283	121	232	60	207	75	153	12	137	29
May	364	176	389	115	326	118	328	147	264	41	169	52	197	48
June	428	167	340	112	303	130	323	130	262	86	189	60	244	39
TOTAL	1701	841	1922	678	1811	674	1661	709	1366	331	941	221	1051	230

6.1.2. Web Map / Map Coverages: Coverages in house projects are updated with boundary and ownership changes through the end of June. Changes sent to Tom Haight on July 14th to update Web Map.

6.1.3. Assessor Work Rolls: Four more books came in since the last meeting. We now have 16 of the 19 work rolls with new assessments for 2010 entered. (Baileys Harbor, Brussels, Clay Banks, Egg Harbor, Forestville, Gardner, Gibraltar, Jacksonport, Nasewaupee, Sevastopol, Sturgeon Bay, Union, Washington and Village of Egg Harbor, Forestville & Sister Bay) So far entered 3753 assessment changes.

6.2. Approve Vouchers

Motion by Meyer, seconded by Lienau, to approve Real Property Listing vouchers totaling 308.69. Motion carried.

7. Land Information Office (LIO) Coordinator

7.1. Report Balance of County LIO funds

Land Modernization Balance:	\$172,327.11
LIO Internet Balance:	33,792.97
Total Land Modernization and LIO Internet Balance:	206,120.08
GIS Fees Collected to Date	673.00

7.2. Approve Land Information Modernization (LIM) Plan

Haight outlined the planning process: He met individually with those listed as the Plan Participants; drafted the first version; met with everyone for input, followed-up with a group meeting. There were only a few edits.

The first meeting of the newly created Land Information Council was held prior to this meeting.

Haight said he will appendix to the Plan the County Board Resolution that approved the creation of a Land Information Council. The Information Systems Committee needs to approve the Plan, and then it will be sent to the State. Following a peer review process by other County LIO's, the Plan may incorporate any recommended / necessary edits and then sent on to County Board for approval.

Motion by Meyer, seconded by Moeller, to approve the Land Information Modernization Plan and forward it to the appropriate authorities at the State. Motion carried.

7.3. 2011 LIO Project Budget

Haight reviewed all items in the proposed Land Information Office 2011 budget.

The Register of Deeds fee structure has changed, and as a result more money should come into the County's General Fund and LIO Accounts. Haight said he signed the state Wisconsin Land Information Program (WLIP) Base Budget Grant of over \$5000 for software maintenance. Next year, the County anticipates to retain fees collected above \$50,000 and would no longer be eligible for the WLIP Base Budget grant. Haight reviewed expenditures that included software maintenance, conference fees and training, miles, meals, lodging, computer outlay for land departments, and aerial imagery.

Under Expenditures, some new accounts have been set up. Department outlay has been separated out. Haight explained that the Internet Account is more restrictive. The fly-over project is not defined yet. Planning Dept. is looking for more shoreline detail, and Haight will have the project more defined next month.

7.4. FYI / Project Update

- Created County Park kiosk maps for Parks Department
- Forestville Dam – identified improvements / areas at risk in a failure event.
- Updated SWCD Invasive Species Site
- Updated Sanitarian system records on GIS

8. Information Systems

8.1. New Business

8.1.1. Communication Advisory Technical Subcommittee (CATS)

8.1.1.1. CATS Current Projects - *No report*

8.1.1.2. Approve Civil Air Patrol (CAP) Request for tower space at Sunnyslope tower

Ullman had a letter from consultant Len Koehnen with his recommended stipulations that the Civil Air Patrol (CAP) will need to agree to. The CATS Committee meets tomorrow.

Motion by Moeller, seconded by Meyer, to approve the CAP request for tower space at Sunnyslope, if they comply with the stipulations from Len Koehnen. Motion carried.

8.1.2. Land Information Council - Update

The Council met prior to this meeting. They agreed to meet twice a year, approx. in June/July and Jan/Feb, or as needed. Tom Haight was elected as Chair; Holly Hansen was elected as Vice-Chair. The Land Information Council is advisory to the Information Systems Committee.

8.1.3. Status hire of Help Desk Tech - *no update*.

8.1.4. Further Discussion - County Board Laptops - Possible Choices

Ullman showed Committee members the iPad option, thought he hasn't had a chance to configure it. He put a \$700 metric in the outlay for each supervisor laptop. He would not put Microsoft Office software on the laptops, but would publish the applications via the internet and Citrix if supervisors needed access. We will not be doing the trial this year for the IS Committee.

8.1.5. Approve/Deny - CIP Enterprise Video Project for 2011-2015

Ullman explained the on-going video issues at the Justice Center. The County needs to retain video records for a 120 day minimum. The Jail needs to put in 8 additional cameras. In order to do this, they would need an additional Digital Video Recorder as they are at capacity on the 9 they have.

Ullman is looking to convert the entire jail system to an IP video based recording system. He is looking to establish an enterprise wide video software standard; standardize retention periods and convert analog cameras to digital. It will cost between \$200,000-\$300,000 to get this project off the ground. Ullman said he needs approval to get this in the C.I.P. this month.

Motion by Meyer, seconded by Lienau, to include the enterprise video recording system in the C.I.P., with \$200,000 for 2011 and \$100,000 for 2012. Motion carried.

8.2. FYI

8.2.1. Other 2010 Projects - *no report this month*.

8.3. Approve Vouchers: Motion by Lienau, seconded by Moeller, to approve IS vouchers totaling \$77,270.62. Carried.

9. Set Next Regularly Scheduled Meeting Date: **Wednesday, August 11, 4:00 p.m.**

The Committee took a five minute break prior to the Capital Outlay review.

10. Information Systems, ISC to Review / Approve / Deny Capital Equipment Requests for 2011 by Department

10.1 Departments with No IS Capital Equipment Requests for 2011 budget year:

10.1.1. Airport	10.1.6. Corp Counsel	10.1.11. Finance	10.1.16. UW-Extension
10.1.2. Child Support	10.1.7. County Admin	10.1.12. Maintenance	10.1.17. Veterans
10.1.3. Circuit Court	10.1.8. County Clerk	10.1.13. Museum	
10.1.4. Clerk of Court	10.1.9. District Attorney	10.1.14. Parks	
10.1.5. Comm. Programs	10.1.10. EMS	10.1.15. Treasurer	

10.2. Departments with IS Capital Equipment Requests for 2011 budget year

10.2.1. County Board

Request for 21 laptops, reduced to 15 @ \$10,500.00. Motion by Moeller, seconded by Meyer, to approve County Board request as amended. Carried unanimously.

10.2.2. Human Resources

Request for leased copier/printer/scan/fax. Discussion by Kelley Hendee, Shirley Scalish, Tim Ullman and IS Committee on lease verses buy and metrics used for costs. Ullman stated that he was recommending lease verses purchase for 2011 for the 4 devices outlined in capital outlay. (See P&Z, SWCD and IS). The device cost is spread over a 5 year period based on volume of print and in essence is a pay as you go contract. Departments will budget in their operating budget by print volume and as a result this item has a 0 dollar effect on levy.

Motion by Meyer, seconded by Moeller, to approve the Human Resource Department request totaling \$0.00. Motion carried.

10.2.3. Highway

Request for:

Sign inventory software for 3,300.00; PC (8) for 4,000.00; LCDs (5) for 1,000.00; Toughbook for 3,500.00; and Interact software upgrade at 4,400.00. Motion by Meyer, seconded by Moeller, to approve all Highway requests for a total of \$16,200.00. Motion carried.

10.2.4. Library

Request for Library contingency of \$5,000.00 and 7 PC's at \$4,550.00. Motion by Meyer, seconded by Moeller, to approval all the Library requests totaling \$9,550.00. Motion carried.

- 10.2.5. Planning
Request for: MS Office (2) @ \$300.00; Laptop for \$1,700.00; Router for 100.00; Digital cameral 350.00 and Copier/printer/scan/fax (lease)
Motion by Moeller, seconded by Lienau, to approve the Planning Department requests totaling \$2,450.00. Motion carried.
- 10.2.6. Public Health
Request for 9 PCs. Motion by Meyer, seconded by Gunnlaugsson, to approve the Public Health Department requests for a total cost of \$4,500.00. Motion carried.
- 10.2.7. ROD
Request for Redaction software for \$15,000.00. This item is self funded / no tax levy. Motion by Moeller, seconded by Meyer, to approve the request for redaction software as requested. Motion carried.
- 10.2.8. RPL
Request for 2 PCs. Motion by Moeller, seconded by Meyer, to approve the PCs for the Real Property Listing Department for a total cost of \$1,400.00. Motion carried.
- 10.2.9. Sanitarian
Request for MS Office @ \$300.00; ArcPad for \$700.00; and Toughbook for \$3,440.00.
Motion by Lienau, seconded by Gunnlaugsson, to approve the Sanitarian's requests totaling \$4,440.00. Motion carried
- 10.2.10. Sheriff
Request for 8 PCs at \$4,000.00 and 5 LCDs for \$1,000.00. Motion by Meyer, seconded by Moeller, to approve the Sheriff's Department requests totaling \$5,000.00. Motion carried.
- 10.2.11. Social Services
Request for: 13 PCs at \$6,500.00; 10 LCDs for 1,500.00; 2 LCDs for 450.00; 5 headsets for 1,100.00; and SACWIS Financial Interface for 15,000.00 (State Funding).
Motion by Meyer, seconded by Gunnlaugsson, to approve the requests of the Social Services Department as requested for a total of \$9,550.00. Motion carried.
- 10.2.12. SWCD
Request for 1 LCD for \$240.00; 2 LCDs for \$300.00; Dual monitor stands for 330.00 and a Copier / printer (lease)
Motion by Moeller, seconded by Gunnlaugsson, to approve the SWCD requests for a total of \$870.00. Motion carried.

10.3. Information Systems

- 10.3.1. 2011 IS CIP Requests [Committee members: Please bring your CIP Booklet]

Approved under 8.1.5 above.

- 10.3.2. 2011 IS Capital Equipment Requests

Request for:

- | | |
|-----------------------------------|-------------|
| • MS Enterprise Agreement | \$79,497.00 |
| • Xen Clients (150) | 60,060.00 |
| • SAN SATA Unit (reduced) | 50,000.00 |
| • Server replacements (2) | 14,000.00 |
| • Switching equipment (reduced) | 15,000.00 |
| • AIX Server replacement | 65,000.00 |
| • Copier/printer/scan/fax (lease) | |
| • PC (1) | 700.00 |

Motion by Gunnlaugsson, seconded by Moeller, to approve the Information Systems Outlay requests for a total of \$284,257.00. Motion carried.

- 10.3.3. 2011 IS Annual Maintenance Cost.

Ullman summarized the annual maintenance contracts outlining the expected reduction in the Lucent Phone Maintenance contract. The proposed 2011 reduction should have reduced the total annual maintenance costs for 2011 to less than what was budgeted in 2010. But the SpreadSheet would not cooperate.

Motion by Moeller, seconded by Gunnlaugsson, to approve the IS Maintenance Outlay with a -0- or more decrease for 2011 compared to 2010. Motion carried.

10.4. Capital Equipment Summary

Upon conclusion of all IS Capital requests, the total budget was \$7,409.00 over the budgeted amount from 2010. The committee agreed to leave as is, and move the IS Capital Outlay requests on to the next step in the process.

Adjourn Meeting

Motion by Moeller, seconded by Meyer to adjourn. Motion carried. Time: 6:06 p.m Recorded by Administrative Assistant Lori Holtz and Information Systems Director Tim Ullman.